Catalyst

Community **A**ction on **T**obacco ev**AL**uation s**YST**em

Training Materials

Contact Information

Julia Dilley - Epidemiologist
Phone (360) 236-3632
Fax (360) 236-2332
Email: julia.dilley@doh.wa.gov

Stacy Scheel – Evaluation Liaison, Contractor
Phone (559) 877-7688
E-mail: tobaccoprev@aol.com

Shanae Williams – Assessment & Evaluation Support Staff
Phone (360) 236-3746
Fax (360) 236-2332
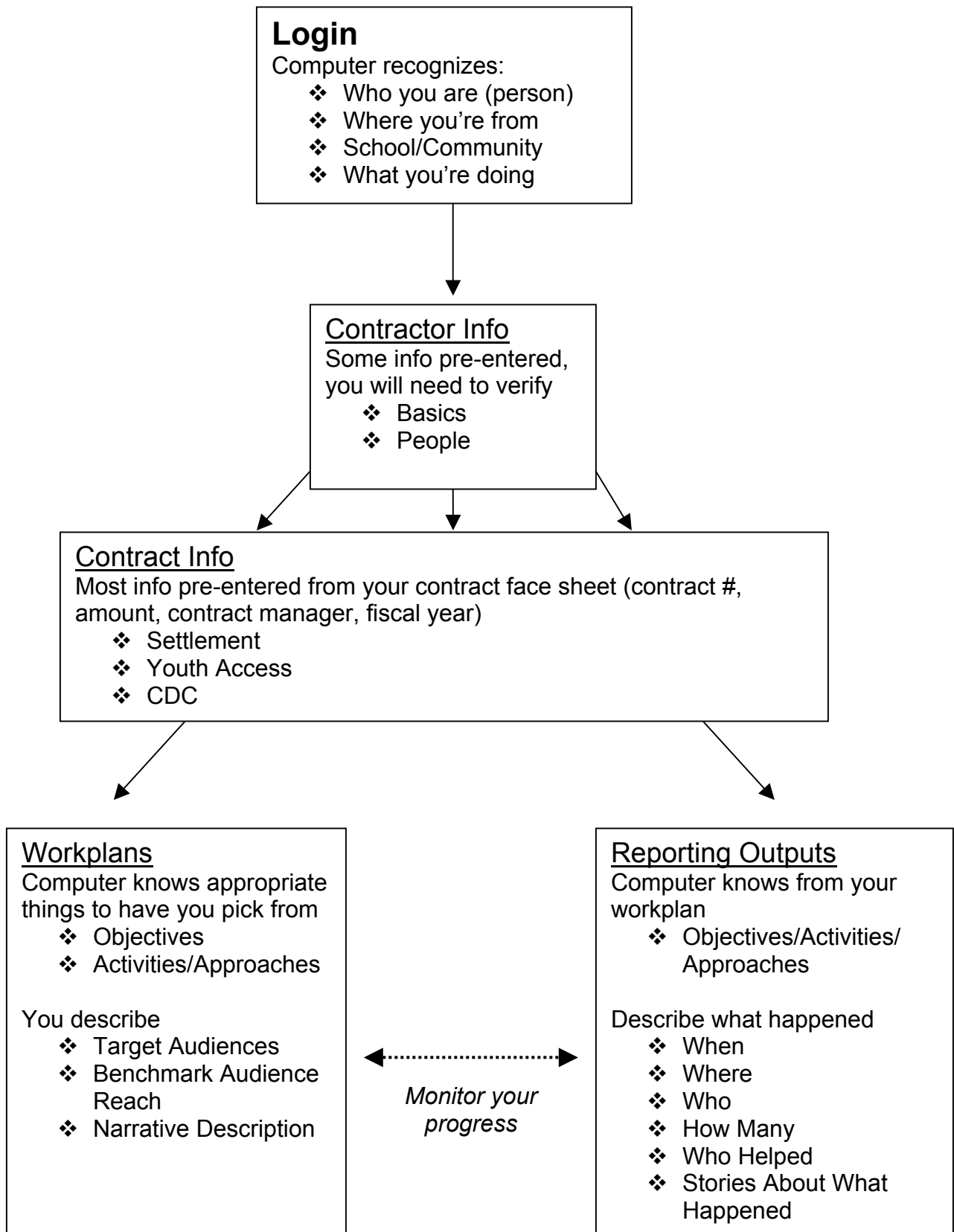E-mail: shanae.williams@doh.wa.gov

E-Team Website
www.doh.wa.gov/tobacco/evaluation _updates.htm

CATALYST System Layout

Login
Computer recognizes:
- ❖ Who you are (person)
- ❖ Where you're from
- ❖ School/Community
- ❖ What you're doing

Contractor Info
Some info pre-entered, you will need to verify
- ❖ Basics
- ❖ People

Contract Info
Most info pre-entered from your contract face sheet (contract #, amount, contract manager, fiscal year)
- ❖ Settlement
- ❖ Youth Access
- ❖ CDC

Workplans
Computer knows appropriate things to have you pick from
- ❖ Objectives
- ❖ Activities/Approaches

You describe
- ❖ Target Audiences
- ❖ Benchmark Audience Reach
- ❖ Narrative Description

Monitor your progress

Reporting Outputs
Computer knows from your workplan
- ❖ Objectives/Activities/ Approaches

Describe what happened
- ❖ When
- ❖ Where
- ❖ Who
- ❖ How Many
- ❖ Who Helped
- ❖ Stories About What Happened

System Requirements
- Internet Browser – Internet Explorer 5.5 or Netscape 6.0
- Phase II will include development for Macintosh compatibility

Finding the Website
- Use the following web address to access CATALYST

_____

System Disclaimer & Questions
- CATALYST does not collect identifiable information on any program participants.
- Contactor information is available in the system and contractors using CATALYST have access to contractor contact information statewide.

Your Login ID
- This is the login you will use to access your program specific information

_____

Your Password
- This is your assigned password for the CATALYST training.

_____

- You can change your password at anytime by clicking HOME and YOUR PROFILE on the CATALYST toolbar

CATALYST Home Page Messages
- Once you have logged in you can check system messages for the past 30 days
- These messages are updated at DOH by our system administrator

Your Profile
- Allows you change your password for CATALYST access
- Update your e-mail address and phone number

Questions or comments
- Contact us with any system specific feedback

Contractor Information in CATALYST

Overview
Stores information about your organization and specific contacts for the tobacco program.

How you will use this
- To update your agency and individual contact information

Toolbar Navigation
To access the screens described below select the following from the toolbar

CONTRACT MANAGEMENT – CONTRACTOR

Contractor Screens
Finding a Contractor
- The selection criteria provided allows you to find contractors by selecting one or more of the following:
    Contractor Name
    Contractor Type: Community, ESD, Tribe, and DOH
    County
- Make a selection and click FIND

The Basics
- This information has been entered into CATALYST by DOH.
- A contractor can update this information as needed.

Contacts
- A primary contact has been entered for each contract.
- Please enter any secondary contacts.
- A contractor can update this information as needed.

Contract Information in CATALYST

Overview
Stores information about your organizations Tobacco Prevention and Control contract with the Washington State Department of Health.

How you will use this
- To track notes and information related to your contract with the Washington State Department of Health
- To select objective
- To estimate the percent of your contract by objective

Toolbar Navigation
To access the screens described below select the following from the toolbar

CONTRACT MANAGEMENT - CONTRACTS

Contract Screens
Find Contract
- The selection criteria provided allows you to find contractors by selecting one or more of the following:
    Contractor
    County
    Fund Source
    Contractor Type
    Contract Year
    Contract Manager

The Basics
- This information is entered by DOH staff
- Contractors can view but not make changes on this screen

Contract Status
- Your contract manager will update this as your work plan is negotiated
- You can check the status of your workplan by visiting this screen
- Contractors can view but not make changes on this screen

Objectives
- Estimate funding for each contract objective

Workplans in CATALYST

Overview
Stores the activities that are in your workplan.

How you will use this
- Select from a list of standard activities
- Describe how the activity will look for your organization
- Identify target audience(s) and benchmark numbers for each audience
- After workplan is approved you will not need this section

Toolbar Navigation
To access the screens described below select the following from the toolbar

CONTRACT MANAGEMENT – WORK PLANS

Work Plan Screens
Objective / Activity
- Select an Objective / Activity combination
- Give details on the selected activity

Audience
- Describe the intended audience for the above activity

Reporting Outputs (actual events) in CATALYST

Overview
Stores information about what actually happened when you did your workplan activities.

How you will use this
- Select an Objective-Activity combination to return about
- Describe event details
- Report on audience
- Describe key partners and their contribution
- Record important qualitative information in your event journal

Toolbar Navigation
To access the screens described below select the following from the toolbar

CONTRACT MANAGEMENT – OUTPUTS (EVENTS)

Output (actual event) Screens
Objective / Activity
- Select Objective / Activity combination for reporting on events

Event Detail
- Enter the details of your event (type, dates, service regions, and location)

Audience
- The audience screen is populated based on the information entered on your workplan screens
- Enter number reached

Key Partner
- If applicable enter any key partner information for this event

Journal
- Add any additional information about your event

Creating Reports in CATALYST

Overview
Reports are generated from information that has been saved in CATALYST.

Tips for Creating Reports in CATALYST
- Reports are not saved in CATALYST and continually change as information is entered into the system.
- Reports can be copied and pasted into a word processing package for formatting.
- Reports can be printed directly from browser.

Contract Reports
To access the screens described below select the following from the toolbar

REPORTS – CONTRACT REPORTS – select a report

Contract Summary Report
  Questions to be answered:
- What are the details related to my current or past contract?
- What portion of the budget did we dedicate to each objective?

  Target audiences for this report:
- Organizations administration
- Fiscal staff

Funding Overview Report
  Questions to be answered:
- What percent and amount of individual funding sources and/or all funding sources together have been used for each objective?
- What is the value of In-kind/volunteer contributions?

  Target audiences for this report:
- Organization administration
- Advisory boards

Partnership Report
  Questions to be answered:
- What is the value and type of contribution from all or specific partners

  Target audiences for this report:
- Advisory board
- Legislators or community leaders
- Key Partners - 'volunteers' or 'donors'

<u>Contact by Contractor Report</u>
    Questions to be answered:
- What are the primary and secondary contacts for a particular organization

    Target audiences for this report:
- Program coordinator and staff
- Key partners
- Contract Managers

Work Plan Reports

To access the screens described below select the following from the toolbar

REPORTS – WORK PLAN REPORTS – select a report

<u>Planned Activities Detail Report (Workplan Detail Report)</u>
    Questions to be answered (summary layer):
- Who else is working…. with schools, with certain populations, with certain activities, in certain areas?
- What are workplans like for… contractors with similar geographic regions and similar funding?

    Questions to be answered (detail layer):
- What do specific activities look like for an organization?
- How many target audience members do they expect to reach?
- Who can I contact in the organization for more information?

    Target audiences for this report:
- Program staff
- Key partners
- Stakeholders

<u>Planned vs. Actual Report (Comparison)</u>
    Questions to be answered:
- How much have we accomplished compared to how much we intended to accomplish? (Note: Only your organization's information is available to you)

    Target audiences for this report:
- Contract managers
- Program coordinator and staff

Actual Activity Reports
To access the screens described below select the following from the toolbar

REPORTS – ACTUAL ACTIVITY REPORTS – select a report

<u>Actual Activities Detail Report</u>
    Questions to be answered (summary):
- How much has our organization achieved… by objective, by activity, by year? (Note: Activity journal optional with check mark on selection screen)

    Questions to be answered (detail):
- What are the details about what happened with a specific activity?
- What were the success and horror stories associated with an activity? (Note: Activity journal must be checked on selection screen)

    Target audiences for this report:
- Program coordinators and staff
- Advisory board
- Key Partners
- Contract managers

<u>Actual Events/Outputs by Audience Report</u>
    Questions to be answered (summary):
- What types of target audiences is our organization reaching? (Note: This is a summary report. For details see Actual Activities Detail Report)

    Questions to be answered (detail):
- What types of target audiences is our organization reaching and how many of each? (Note: For more details see Actual Activities Detail Report)
- What types of programs are being used to reach audiences?

    Target audiences for this report:
- Program coordinators and staff
- Advisory board
- Key Partners
- Contract managers

Actual Events/Outputs by Subregion Report

Questions to be answered (summary):
- Are we reaching all parts of our community?
- What specific regions in our sub-region are receiving programs?

Questions to be answered (detail):
- What types of programs are they receiving?

Target audiences for this report:
- Program coordinators and staff
- Advisory board
- Key Partners
- Contract managers
- Community leaders

Using the CATALYST Help System

Overview
The on-line help system is intended to answer questions about the operation of CATALYST.

Toolbar Navigation
To access the screens described below select the following from the toolbar

HELP – USER GUIDE

User Guide
- When using the help menu a second browser window will open for access to the CATALYST Help System
- Use the menu on the left of the screen to access the topic of your choice

Catalyst — **Contract Plan Worksheet**

Date Generated: _____

Contractor: _____ Fund Source: _____ Contract Year: _____

Columns 1-3 auto fill from planned activities			Columns 4-7 blank for contractor use			
Activity	**Audience**	**Description**	**When**	**Where**	**Who**	**Other**
	# to reach & target audience		*Approximate dates for implementation*	*Location*	*Key partners & Project Lead*	*Materials needed, budget/in-kind issues, key mes-sages identified, etc.*
Prevent Initiation Objective						
Promote Cessation Objective						
Eliminate Environmental Tobacco Smoke Objective						
Build Capacity for Tobacco Control Objective						

CATALYST Training Evaluation
(Please tear off this page and leave with us at the end of training)

Training Location:
Key:
1=Strongly Agree   2=Somewhat Agree   3=Somewhat Disagree   4=Strongly Disagree

System Components
Getting Into the System

I can find CATALYST on the Internet	**1**	**2**	**3**	**4**
I know my login ID & password	**1**	**2**	**3**	**4**
I can successfully log into the system	**1**	**2**	**3**	**4**

Contractor Information

I can change the contact information for the contacts that are in CATALYST	**1**	**2**	**3**	**4**

Contact Information

I can add new contacts for my organization	**1**	**2**	**3**	**4**
I know how to estimate percents for my objectives	**1**	**2**	**3**	**4**

Workplans

I know how to add an activity from my paper workplan to my CATALYST workplan	**1**	**2**	**3**	**4**
I know where to talk about how an activity will look in my community or school setting	**1**	**2**	**3**	**4**
I know how to describe an audience	**1**	**2**	**3**	**4**

Outputs/Events

I can report on an event	**1**	**2**	**3**	**4**
I know how to report something that we actually did by selecting an activity to my workplan.	**1**	**2**	**3**	**4**
I know how to report what areas of my region were served by a program activity.	**1**	**2**	**3**	**4**
I understand how to report on specific audiences (including "other" audiences)	**1**	**2**	**3**	**4**
I know how to describe "key partners" and what they do.	**1**	**2**	**3**	**4**
I know how to "tell the story" about what happened with our activities	**1**	**2**	**3**	**4**

Reports

I feel comfortable generating reports	**1**	**2**	**3**	**4**
I know how to find contact information for other organizations working on tobacco control in the state	**1**	**2**	**3**	**4**
I know how to find out who is working on certain kinds of activities, or with certain populations.	**1**	**2**	**3**	**4**
I know how to create a summary about what my organization's workplan looks like.	**1**	**2**	**3**	**4**
I can see that reports will be useful in my work.	**1**	**2**	**3**	**4**

Using CATALYST at home

With practice, I think that I will be comfortable using CATALYST for my contract reporting to DOH	**1**	**2**	**3**	**4**
I know how to report a "bug" if I think I see one	**1**	**2**	**3**	**4**

CATALYST in the Future

I know what "Phase II" means, and that it is coming in Fall 2001.	**1**	**2**	**3**	**4**
I know what "Phase III" means, and that it is coming after Phase II.	**1**	**2**	**3**	**4**

What questions do you still have about CATALYST?

We will update our "FAQ" materials included in your training handout, and post to the contractors website: www.doh.wa.gov/tobacco/evaluation_updates.htm

Do you need someone to contact you with information about CATALYST?

Name: _____

Phone #: _____

E-mail: _____

Comments: